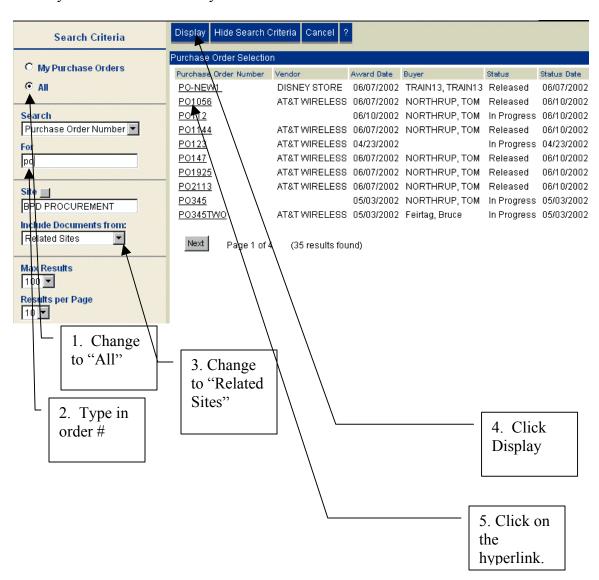
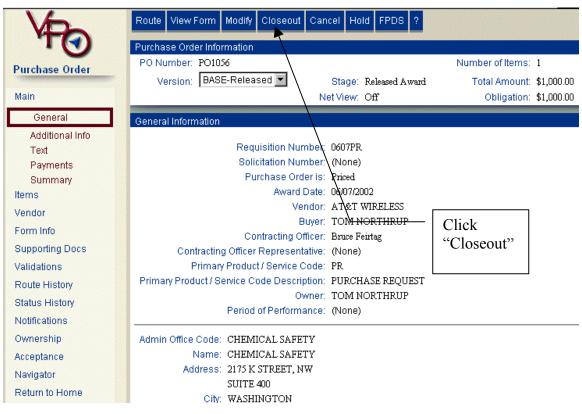
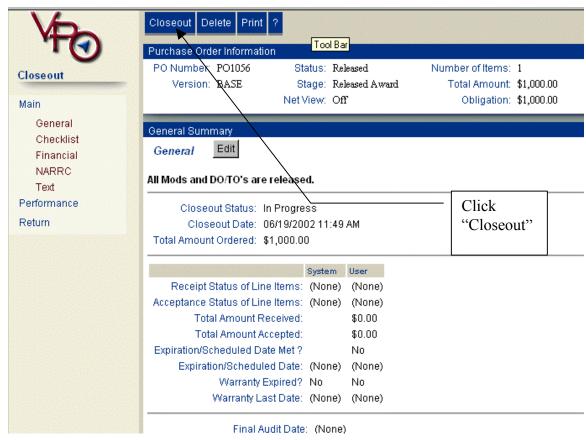
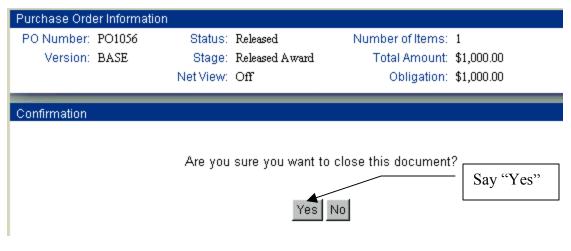
Closing Out an Order

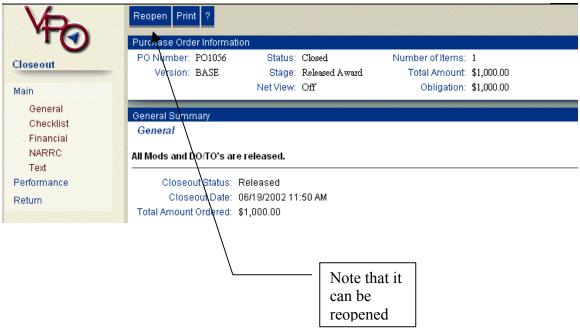
- 1. After the Final Payment Notice from Accounting has come in, then closeout the order in Prism
- 2. Select "Purchase Order" on the Prism welcome screen
- 3. Choose "Open PO"
- 4. Change "Search Criteria" radio button to "All"
- 5. In the "For" box type in the first few number or letters of the order
- 6. Change "Include Documents From" to "Related Sites"
- 7. Choose "Display"
- 8. Click on the PO hyperlink
- 9. Choose "Closeout"
- 10. Choose "Closeout" again
- 11. Say "Yes" when it asks if you are sure.











TO REOPEN A DOCUMENT

- 1. Open up the PO
- 2. Click on "Closeout"
- 3. Click "Reopen"